

74-49221A

DDIA 74-4947

18 DEC 1974

Executive Registry

74-7898/A

Mr. Ralph N. Elsmo
Rolf Norman Publications
P. O. Box 111
Riderwood, Maryland 21139

Dear Ralph:

Many thanks for your letter of 25 November. It was good to hear from you after these years.

I am pleased to learn about your personal achievement and the fine work you are doing to help those who have an alcohol problem. Your primer has been passed on to those officers who are concerned with helping others with this problem. Regretfully, we cannot take you up on your kind offer to be of service to us at this time. You will be pleased to know, though, that we do have an Agency program in this important area which we hope is meaningful. Our Office of Personnel and Office of Medical Services work together and, where appropriate, use the services of volunteers who are recovered alcoholics. Our policy with regard to alcoholism, which recognizes it as a treatable illness requiring every reasonable effort on our part to assist and counsel employees, is based on the Federal Government policy. I might add that we agree with you that former alcoholics can be of great assistance in helping those who are suffering from a drinking problem.

We do appreciate your offer to help us. If we see a way of using your help in the future, you can be sure we will get in touch with you. And on a personal note, I'll be in touch with you for a visit together some day.

Best wishes.

Sincerely,

/s/ Bill

W. E. Colby
Director

TRANSMITTAL SLIP		DATE
TO: Director of Medical Services		10 DEC 1974
ROOM NO. 1D4061	BUILDING HQ	
REMARKS: DD/MS CUD CIPS AD AC/PS. SLO 23 DEC 1974		
FROM: <i>[Signature]</i>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

DDIT

☐ UNCLASSIFIED For Release 2000/09/08 : CIA-RDP78-05343A000100060001-0 ☒ INTERNAL USE ONLY ☐ CONFIDENTIAL

☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Personnel
5E58 HQ

EXTENSION

6825

NO.

DATE

2 DEC 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for
Administration

12/9 12/10

J

Mr. Colby:

Attached at Tab A is a letter from Mr. Ralph N. Elsmo, who was a friend of yours in the OSS during World War II. He also enclosed a booklet on alcoholism.

We have prepared a response for you to sign which provides him with information about our program and advises him that we cannot offer him employment in the field of helping those with an alcohol problem (attached at Tab B).

Our suggested letter for your signature was coordinated with the Office of Medical Services.

STATINTL

F. W. M. Janney

Director of Personnel

7 and 9:

Letter has been retyped to incorporate changes made by the Director.

(Signed) F. W. M. Janney

F. W. M. Janney

Director of Personnel

Approved For Release 2000/09/08 : CIA-RDP78-05343A000100060001-0